

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM	ISSUED	REVISED	CHAPTER	SECTION
	CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	3/91	1/16	5	5.1
CHAPTER Chapter 5. Requirements of Management – IC’s		SUBJECT Independent Child Care Centers – Application Information			

Each participating independent center shall submit an application renewal and supporting documentation each fiscal year. The fiscal year and contract year runs from October 1 – September 30. See Chapter 3, Applying to the Program, for details on the application process.

The Missouri Department of Health and Senior Services – Community Food and Nutrition Assistance (CFNA) creates a web-based file for each center based on the information submitted in the center’s application. The monthly claims for reimbursement are compared to the institution’s web-based files.

It is vital that the institution keep CFNA updated on any changes regarding information which could affect the meals claimed or the center’s participation in the CACFP. The following information should be updated on an as needed basis throughout the contract year: (See 3.2 for details)

- Licensed status of the center
- Changes in IRS tax exempt status
- Overlap or shift approval
- Changes in license number or capacity
- Meals claimed for reimbursement
- Changes in location of the facility
- Changes in the license from a proprietary center to a corporation or an LLC

Centers participating in the program must have an effective license. CFNA tracks the expiration dates of the centers participating in CACFP. If a center’s license is terminated by the MDHSS Bureau of Child Care, CFNA shall be notified immediately.

Failure to update this information could cause a claim for reimbursement to be rejected by the computer system. For example:

XYZ center has a licensed capacity of 60 on October 1, 2004. On January 20, 2005, XYZ’s licensed capacity is increased to 100. If this information is not updated in the computer system files, the January claim for reimbursement will be rejected because the computer will show XYZ is claiming meals in excess of their licensed capacity.

CFNA must be notified immediately if a center is determined to no longer be tax exempt.

CFNA must be notified, if the center decides to change the application by requesting to serve an additional meal which will be claimed for reimbursement,. tThe center must submit two weeks of menus for the additional meal. CFNA staff will review the menus. The center will be notified of the approval or needed corrections and the start date for claiming the additional meal.